

CITY OF ADRIAN

Snow Removal Maintenance Policy For Streets, Parking Lots, and Walking Surfaces

Snow Removal Maintenance Policy

Objective

The purpose of the snow removal maintenance policy is to ensure that all streets, parking lots, and walking surfaces are in a condition to maintain public safety and provide effective public transportation throughout the City. The policy provides a method to identify hazardous public streets, parking lots, conditions of walking surfaces and report those to the responsible parties to ensure maintenance is completed.

Responsibilities

It is the responsibility of the Public Works Crew Leader to assure compliance with this policy. It is also the responsibility of all personnel operating in the City of Adrian Public Works Department to comply with this policy.

The Public Works Department shall be responsible for the implementation of this policy and to ensure that it is followed and reviewed annually.

Definitions

- (A) *Streets*: City maintained streets including: feeder, residential, downtown, alleys, cul-de-sacs, and some assisted state & county. Within the city limits of Adrian, these surfaces are constructed of asphalt, concrete or gravel.
- (B) *Parking Lots*: City maintained parking lots include: city owned properties, city infrastructure, and parks. Within the city limits of Adrian, these surfaces are constructed of asphalt, concrete, or gravel.
- (C) *Walking Surfaces*: A combination of sidewalks and trails, for the purposes of this policy.

Introduction

The City recognizes that some streets, parking lots, and walking surface conditions can create hazards for vehicles and pedestrians. Not all irregularities in the surface of the way is equitable to the level of a defect.

The City of Adrian annually budgets funds for and assumes basic responsibility for control of snow and ice on city streets. The City of Adrian will provide snow and ice control for routine travel and emergency services to serve the greatest number of vehicles possible, given safety, budget, personnel, and environment constraints. The City of Adrian will use City employees and equipment to provide this service. In extreme emergency situations, private contractors may be employed to assist in providing this service.

Accordingly, the City of Adrian and its Public Works Department must exercise both discretion and professional judgment in determining whether and when snow removal needs to be completed. The City expects that its employees and city officials will exercise discretion in identifying conditions requiring snow and ice removal.

Policy

The City of Adrian is divided into snow removal routes and priorities, in which ice control and snow removal will be performed. The routes and priorities are revised to correspond with budgets, equipment, and personnel resources available. These revisions will include new streets, parking lots, and walking surfaces added to the snow removal system. The equipment is assigned for each route based on availability and the effort required for the control of ice and snow. In general, Maine Street & sidewalks along Maine and to the Alley's East and West from 4th to Pearl Street take first priority. The second priority are all other paved streets in the city. The third priority are all alleys. The fourth priority are parking areas and walking surfaces.

Commencement of Operations

Snow removal and/or ice control operations shall commence under the direction of the Public Works Crew Leader. When determining when and where operations will begin, the following criteria will be followed:

- (A) Snow accumulation of 2" inches or more;
- (B) Drifting of snow that causes problems for travel;
- (C) Ice conditions which seriously affect travel; and
- (D) Time of snowfall in relationship to heavy use of streets (i.e. weekday a.m. and p.m. commuter periods)

Snow and ice control operations are expensive and involve the use of limited staff and equipment. Consequently, snowplowing operations will not generally be conducted for snowfall of less than 1" inch.

Snow Plowing Procedures

Snow removal will be provided in a manner as to provide access as soon as possible and to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right. The discharge of snow shall go onto the boulevard area of the right-of-way. It is the department's goal to have the entire street system cleared after a "typical" snowfall in approximately 10 hours. Depending on snowfall conditions and duration of the storm, cleanup operations can fluctuate widely. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow or may have to be cleared multiple times. Upon completion of street snow removal priorities, the city will start on walking surface snow removal within 24 hours.

Suspension of Operations

Generally, operations will continue until all roads are passable. Cleanup operations may continue immediately or on the following workday depending upon conditions and circumstances. Safety of the snowplow operators and the public is important. Therefore, snow removal operations may be terminated after 10-12 hours to allow staff adequate time for rest. There may be instances where this is not possible depending on storm conditions and other circumstances. Operations may also be suspended during the time periods of limited visibility, significant winds or severe cold to not jeopardize the safety of the employees and equipment. Any decision to suspend operations shall be made by the Public Works Crew Leader based on the conditions of the storm. The City of Adrian will still provide access for emergency fire, police, and medical services on an "as-needed" basis during a major snow or ice storm.

Use of Salt

The City of Adrian is concerned about the effect of salt on the environment and will limit its use for that reason. Therefore, it is the policy of the City to utilize salt at locations where there are hazardous or slippery conditions. This provides for traction but is not intended to provide bare pavement during winter conditions. The City will not be responsible for damage to grass caused by salt and therefore will not make repairs or compensate residents for salt damage to turf areas in the street right-of-way.

Property Damage

Snow removal and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The major types of damage are to improvements in the city right-of-way, which extends approximately 10'-15' feet beyond the curb location. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks, and other city uses. However, certain private improvements such as mailboxes, landscaping, and other private installations are located within this area.

- (A) *Mailboxes* – Mailboxes should be constructed sturdy enough to withstand snow rolling off a plow or wing. While the installation of mailboxes on the city right-of-way is permitted, the mailbox owner assumes all risk of damage except when a mailbox is damaged through direct contact by a snow plow blade, wing, or other piece of equipment. If a mailbox is damaged due to direct contact by snow plowing equipment, the City, at its discretion, will repair or replace the mailbox at a cost not to exceed \$50.00. Damage resulting from snow rolling off a plow or wing is the responsibility of the property owner.
- (B) *Landscaping* – Property owners assume all risk of damage for landscaping, including nursery, and inanimate materials that are installed or encroach of city right-of-way. The city assumes no responsibility for damage incurred to these non-permitted elements as a result of snow removal and ice control activities with the exception that the lawns that are scraped or gouged by city equipment will be repaired by top dressing and seeding the following spring. In addition, inanimate materials such as boulders, timbers, etc. are a hazard and can cause damage to plow equipment.
- (C) *Other Private Installers* – The City will assume no responsibility for underground lawn sprinkling systems, exterior lighting systems, underground electronic dog fences or any other non-permitted features privately installed in city right-of-way.

Snow Storage/Wing Operations

Ongoing snow removal and ice control efforts require use of the entire city right-of-way and easement areas for storage of plowed snow. Depending on the volume of snow, available storage within the right-of-way can become limited and/or create sight obstructions. Since it is impractical and financially difficult to remove snow from all boulevards and intersection corners, the city, at the Public Works Crew Leader directions will “Wing Plow” snow banks along the right-of-way. This winging operation results in snow being pushed farther back onto the right-of-way area.

Driveways

One of the most frequent and concerning problems in removal of snow from the public streets is the snow deposited in driveways during snow removal operations. Snow that accumulates on the plow blade has no place to go but in the driveway. Snowplow operators make every attempt to minimize the amount of snow deposited in driveways, but the amount can still be significant. City staff do not provide driveway cleaning. Possible exceptions are at the discretion of the Public Works Crew Leader for emergency situations.

Walking Surfaces (*Sidewalks*)

The City will maintain sidewalks on city owned property. Due to a limited number of staff available, the city will only maintain these sidewalks and trails after the streets have been plowed. The city will start walking surface snow removal within 24 hours of street snow removal completion.

Mail Delivery

Snowplowing operations make every effort to remove snow as close to the curb line as practical and to provide access to mailboxes for the United States Postal Service. However, it is not possible to provide perfect conditions and minimize the damage to mailboxes with the size and type of equipment the city operates. Therefore, the final clearing adjacent to mailboxes is the responsibility of each resident.

Complaints

Concerns regarding snow removal, ice control or damage will be taken during normal working hours and handled in accordance with the city's community concern procedures. Complaints involving access to property or problems requiring immediate attention will be handled on a priority basis. Response time should not exceed twenty-four (24) hours for any concern. Responses to concerns are to ensure that the provisions of the city policy have been fulfilled and that all residents of the city have been treated equitably. It is the intention of the City of Adrian to log all complaints and revise this policy as necessary, taking into consideration the constraints of our resources.

Utility Structures

Except as otherwise provided in any license or franchise agreement, the city will only be responsible for damage to utility pedestals and transformers within the right-of-way resulting from direct contact by city snow and ice removal equipment. City liability shall be limited to actual costs to repair the damage as documented by invoices submitted to the city by the utility.

Modification to Policy

The Public Works Crew Leader and City Office staff will keep on file, comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and concerns since the last review and any other factors affecting the policy or its implementation.

Effective Date of Policy

This policy shall be effective as of _____ (date). Modifications of the policy shall be effective on the date said modifications are approved.

APPROVAL

Date: _____

Mayor

Public Works Superintendent

City Administrator